

Commonwealth Technology Management Policy – Summary of Changes

Significant changes to the policy are highlighted in red. The changes are either rewording of sentences or are sentences added for clarification. Formatting changes are not highlighted. Highlighted changes appear on pages 18, 19, 20, 22, 23, 24, 27, and 28 of the policy. A summary of the changed text and an explanation of the changes are provided below for your convenience.

If you have any questions regarding the policy please feel free to contact Judy Marchand at 804-786-4392 <mailto:judy.marchand@vita.virginia.gov>.

Page Number	Changed Text	Explanation
Page 15 – Sentence added	Institutions of higher education are exempt from the update to the technology portfolio to reflect asset information.”	Clarifies the exemption for higher education from the asset portfolio since they are not in-scope for VITA consolidation. This exemption was designated in the IT Strategic Planning Guidance issued in April 2003.
Page 18 – Sentence added	A Program Manager is a person responsible for the management and coordination of a group of related projects.	Provides the definition of a Program Manager as defined in the Technology Management Glossary as requested for clarification to distinguish from a Project Manager.
Page 19 – Sentence added	Architecture management is an ongoing process to continually integrate and synchronize appropriate technologies to best serve the business of state government and the citizens of the Commonwealth, while moving to the desired enterprise architecture standards.	Provides a definition of Architecture Management for the sake of clarification in case readers are not sure what is meant by the term.
Page 19 – Sentence moved	The PMD monitors the implementation of information management and information technology plans and periodically reports its findings to the CIO.	Moved to CIO/ITIB Support Section from the Project Oversight section to reflect the correct functional area of responsibility.
Page 20 – Sentence expanded	Using <u>Information Technology Infrastructure Library (ITIL)</u> based best practices and process models for IT service management, VITA operational divisions will provide operational/usage measures as well as business/cost information to support IT portfolio management activities.	Adds a definition of ITIL within the text to eliminate the reader having to refer to the definition in Section 1.
Page 20 – Sentence added and expanded	The <i>Code of Virginia</i> requires the CIO to establish standards for the qualification and training of IT project managers. The Project Manager (PM) Selection and Training Standard establishes the minimum qualifications and training standards for project	Clarifies the role of the Project Management Division (PMD) in Project Manager training.

	managers of Commonwealth of Virginia information technology (IT) projects. The PMD manages the qualification program, including PM testing and the PMDP training program. Training partners whose courses meet the knowledge standards and provide a cost effective government or discount rate, required for Commonwealth IT project managers are identified on the Project Manager Development Web site, http://www.vita.virginia.gov/ittrain/pmdev/pmdev.cfm .	
Page 22 – Sentence added	Delegated authority for planning and development of Non-major IT Projects applies only to Non-major IT Projects and does not preclude the requirement that the CIO review and approve any RFP in support of a Major IT Project. (See below <i>Procurements in Support of Major IT Projects</i> .)	Clarifies the requirement for the CIO to review and approve RFP's for Major IT Projects even if an agency has delegated authority for Non-major IT Projects up to \$1 million.
Page 23 – Sentence reworded	Every Commonwealth IT project must have a designated Project Manager. The Project Manager for a Major IT Project will be appointed and qualified by the Project Sponsor and approved by the CIO. For Non-major IT projects, the Project Sponsor will qualify and approve the Project Manager.	Clarifies responsibility for appointment and approval of Project Managers as specified in the Project Manager Selection and Training Standard.
Page 24 – Sentence expanded	Based on project oversight reviews or agency approved baseline changes, the Proponent Secretariat Oversight Committee may provide the CIO with recommendations regarding project continuance or termination, baselines, management plan, (next) periodic review, and any follow-up actions required.	Clarifies that the Secretariat Oversight Committees may recommend termination of a project based upon agency approved baseline changes. Also changes the word “will” to “may” since such action by the Oversight Committee is optional, not required.
Page 27 – Sentence added	Establish the schedule and responsibility for the post implementation review.	Adds the task to establish the schedule and responsibility for the post implementation review as a required part of the Project Closeout Phase.
Page 28 – Sentence expanded	For technology assets owned by agencies, which are not transferred to VITA, agencies will maintain their individual asset information in the Commonwealth Technology Portfolio as part of the routine process of updating their Agency IT Strategic Plan (ITSP).	Clarifies that agencies will only have to update the asset portfolio for technology assets for which they retain ownership versus those that are transferred to VITA.